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OCI ADMINISTRATIVE BRANCH

GENERAL COMMENTS & RECOMMENDATIONS

OCI's Administrative Branch is an admixture of the formal method of operation and of the informal. Its distinguishing feature is the jack-of-all-trades approach of its personnel. There is little specialization, all its employees being involved to some degree in all aspects of administration.

The OCI approach offers certain advantages, as well as disadvantages. It offers the advantages of quick service for the operator, continued operation even in the absence of certain of its members and low supervisory overhead. On the other hand, there has developed a situation of the left hand not knowing what the right hand is doing and it has resulted in some wasted effort in record-keeping and logging and in utilization of personnel.

Organization of central administration in OCI is a curious structure, resulting from certain personnel problems, historical growth, and an attempt to continue utilizing the services of specific personnel even after reorganizations have changed the responsibilities of such people. Five significant administrative functions--training, career service, records management, coordination of CIA regulations and new building planning are located outside the Administrative Branch. They are carried on by the Chief of Plans Staff and by the Deputy Chief of Support Staff. Lacking these functions, the [redacted] T/O of the Administrative Branch is more than ample for performing the remaining functions. It is probable, in fact, that with its present responsibilities, the Administrative Branch could perform quite satisfactorily with a T/O of five.

25X1

The Administrative Branch, in principle, reports to the Chief, Support Staff. The Deputy Chief of Support Staff is the former Chief of Administrative Branch. In actual practice, the Administrative Branch receives almost all direction and guidance from the Executive Officer, with some direct supervision by the Deputy Assistant Director. The practice conforms more closely to the situation in other DD/I Offices than does the principle. The OCI Executive Officer is chief advisor to the AD and DAD on administrative and management matters. The Chief of Support Staff is almost totally concerned with directing document registry and dissemination and technical, operation of OCI's communications facilities. Interjection of Support Staff into the administrative operation--does not enhance the efficiency of this operation.

General Recommendations

a. Transfer the following functions to the OCI Administrative Branch (names of Branch personnel who could best assume these functions are also recommended):

1) Records Management - [redacted] 25X1
2) Career Service - [redacted] 25X1
3) Coordination of CIA Regulations - [redacted] 25X1
4) Training (when feasible) - [redacted] 25X1
5) New Building Planning (when feasible) - [redacted] 25X1

b. Reorganize the central OCI administrative structure to provide for an Executive Office, consisting of two branches reporting to the Executive Officer: Administrative Branch and Information Control Branch. /Note: While this will recognize the present actual mode of operation, it will not add responsibilities to the Executive Officer.

c. Realign functions within the Administrative Branch as follows, to improve utilization of personnel and eliminate wasted effort:

1) Transfer maintenance of training records from [redacted] (Admin Asst, GS-7) to [redacted] (Personnel Asst, GS-7). 25X1 25X1

2) Transfer review of Training Requests and maintenance of training liaison from [redacted] (Admin Asst, GS-7) 25X1

3) Transfer (from various Branch personnel) to [redacted] (Personnel Asst, GS-7) responsibility for maintenance of the following records relating to personnel: Promotion Kardex Fitness Reports, Training, Career Preference Outlines, T/O runs. /Note: triplicate copies of T/O's now maintained by [redacted] should be consolidated, with [redacted] assuming responsibility for the one remaining copy./ 25X1 25X1 25X1

4) Transfer maintenance of property and parking space records from [redacted] (Admin Officer, GS-11) to [redacted] (Admin Asst, GS-7). 25X1 25X1

5) Reapportion the maintenance of personnel records between [redacted] 25X1

d. Provide a brief training period for personnel of the Administrative Branch in order to acquaint them with their primary and other responsibilities and in order to standardize procedures.

Specific recommendations, particularly with regard to record-keeping and logging, are detailed in the following pages. We have been advised that all or most of these recommendations have already been implemented.

Training/Liaison Group
OSI Administrative Staff

PROCEDURES **COMMENTS**

Requests for Internal Training

Note: Requests for internal training may originate in one of three ways:

a. From individual
b. From supervisor
c. From suggestion of Training Officer following review of recommendations on Fitness Reports.

1. Request initiated by employer or supervisor--and approved by supervisor.

2. TO reviews request for position, duties, grade, etc. and completes request form

    a. TO can approve internal training not to exceed four weeks duration full time.
    b. Requests exceeding four weeks duration are held for Career Service Board approval.

3. TO forwards to OTR and informs requester of OTR approval, and where and when to appear for training.

4. TO receives report from OTR upon completion of employees training and posts training schedule file.

Requests for External Training

1. TO maintains schedules of pertinent courses available--obtained from OTR and CO (Universities).

2. TO reviews request for completeness.

3. TO prepares comments for CSB re: previous training, travel problems, personal records, etc.

4. TO passes request and comments to CSB for approval.

PROCEDURES	COMMENTS
5. TO informs applicant--if a refusal.	
6. TO reviews application after CSB approval and forwards to OTR thru Office of Security.	6. Second review unnecessary. See Step two above.
7. TO maintains copy of request, with OTR approval, until training is completed.	
8. TO receives Travel Orders and request for Advance from OTR and passes on to applicant.	
9. TO requests ID card from Office of Security, if necessary.	
10. TO may follow up on financial accounting for OTR upon completion of training.	
11. TO is liaison point between OTR and individual.	
12. TO posts Training Schedule file upon completion of training and forwards copy of approved request to PO for the Personnel Folder file.	

OSI Internal Training--Briefing and Tours Program

1. TO explains program to new OSI employees--part of initial briefing session.
2. TO arranges with components for tours and dates, sets up groups of employees (usually five professional or 25/30 clerical).
3. TO sends memo form to new employee to inform him of tours and dates and names Group Leaders.
4. TO maintains 5x8 card file of persons briefed by each component and those still requiring briefing.

Counseling re: Training

1. TO is available to individuals for advice re: training, courses, content, requirements, training aspects of Career Outlines, etc.

Career Service Board Support

PROCEDURES COMMENTS

Note: Periodically the OSI CSB schedules a meeting devoted to Training matters.

1. TO prepares a memorandum for CSB giving status of OSI training by component, with discussion, problems, recommendations, etc.

OSI--OTR Liaison

1. TO maintains informal liaison with OTR to keep informed re: courses, dates and schedules, changes, evaluations and/or requirements.
2. TO reviews proposed courses and content for non--technical aspects. (Technical review is performed by specialists in OSI components.)
3. TO may make general training recommendations for individuals following a review of Fitness Reports.
4. TO is coordinating point between OTR and OSI personnel.
5. TO arranges for OSI personnel to man the County Fair exhibit.

Monthly Training Report

(Orientations, Briefings, Conferences, On the Job Training for which credit is requested)

1. TO prepares Forms 1025 for all OSI internal training (under the 5% regulation) and submits to OTR for credit.
2. TO prepares memo for OTR requesting training credit for OSI visits to contractor plants and elsewhere and for other OSI internal training activities.

Films for OSI Use

1. Individuals or components may inform TO of available material.
2. TO canvasses for OSI interest.
3. TO arranges with OCR to obtain film.

PROCEDURES

COMMENTS

4. TO arranges for showing and publicises in OSI.

Language Proficiency Program

1. TO established 5x8 Kardex file of OSI personnel having language proficiency--info copied from OTR survey forms.

Note: Does not know what further use may be made of this deck.

Liaison Function (See Chart)

Note: 1. This function is primarily concerned with security arrangements, thru Top Secret, for OSI personnel traveling to other agencies, contractor plants, training locations, etc. Arrangements may be for a one time contact (usually by informal arrangement) or for contact over a period of time up to one year (a more formal process).

2. OT arranges directly with IAC agencies and government contractors; OCR/Liaison arranges with non-IAC agencies; and OO/Contact arranges with non-government organizations. (See Chart)

3. OSI specialist or component informs TO of proposed contact and request arrangements be made.

One Time Contacts (85-90% of the total requests)

1. TO receives request from component, with necessary details.

Note: One time contacts are usually arranged informally by telephone, either directly or thru OO or OCR.

2. TO contacts the responsible officer in the appropriate IAC agency or contractors organization, explains the request, and obtains the necessary details of arrangement.

OR

Contacts OO/Contact or OCR/Liaison, who carry on the arrangements with the organizations for which they are responsible.

PROCEDURES | COMMENTS

3. TO informs requesting component when arrangements are completed.

Note: TO maintains note book record of appropriate officers to be contacted in each plant and agency on this subject and pertinent notes on procedure for presenting requests.

Long Term Contact Agreements
(Approx. 10-15% of the requests are in this category.)

1. TO receives request from component, with necessary details.

2. TO prepares Form 123 to show:

   a. Name of OSI employee
   b. Person or organization to be contacted
   c. Subject to be discussed
   d. Classification of subject and material
   e. Term desired--not to exceed one year

A. If Non-government organization:

   (1) TO forwards case to OO/Contact for processing. (With travel orders attached)

B. If Governmental agency other than IAC

   (1) TO forwards case to OCR/Liaison for processing.

C. If IAC Agency or a government contractor:

   (1) TO forwards Form 123 to Office of Security.
   (2) TO receives signed copy from O.S.
   (3) TO prepares memo to appropriate agency or firm detailing the request.

3. TO receives reply from agency or firm or from OCR or OO.

4. TO fills out ditto form memo to inform requesting component of approval.

5. TO posts note book record of standing contact agreements.

PROCEDURES COMMENTS

6. TO retains file of request, memo to agency and notice of approval to requester.

Note: TO must obtain Army/Navy/Air Force approval on "need to know" basis for visits to certain plants before forwarding a case to OO for processing.

Inter-Agency Conferences

1. In certain instances where clearance certification is necessary:

   a. TO prepares memo certifying names and clearances of OSI personnel who will attend and passes to Executive Officer for signature.

Briefings and Presentations

1. Inside the Agency: (OTR Courses--OCI Monthly Briefing--others)

   a. TO makes out schedule on six month basis and forwards to Ex/O for AD approval.

   b. TO maintains follow-up to remind Divisions of their schedule.

   c. TO may assist in getting graphic aids if needed.

2. Outside the Agency:

   a. TO request agency to furnish list of names and the clearance of those who will attend.

   b. TO prepares memo of permission to go--forward to DD/I stating who--where--when.

   c. TO sends DD/I approval and attendence list to Office of Security.

Debriefing of Foreign Travelers

1. Agency Personnel (Usually DD/P):

   a. TO assists OCR in arranging suitable time.

   b. TO canvasses OSI for interest and informs OCR.

PROCEDURES | **COMMENTS**

2. **Non-Agency Governmental Personnel:** (OCR coordinates and informs OSI of date, time and particulars)

   a. TO calls OSI components to determine interest.

   b. TO informs OCR of OSI personnel who will attend.

Liaison Work Contacts (Jan - Feb - Mar)

One time contacts	347
Continuing contacts	30
Debriefings	16

Files and Records

Files

1. **Training Schedules**
   Folders (by person--by division) listing internal courses for each individual as per OSI policy. Form posted as courses are completed.

2. **Language Proficiency**
   Kardex File of cards for those OSI employees having foreign language proficiency--as determined by recent OTR survey.

3. **Liaison Memos**
   Documents related to the processing of requests for continuing liaison contacts.

Misc. Records:

1. Note Book Record By Course Title listing names of employees who have taken each course. Said to be a means of answering CSB questions.

2. Note Book Record

   a. Contact points--governmental and private--with names of officers having liaison responsibility and instructions for processing requests.

   b. Roster of Standing Contact Arrangements.

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Security Group

OSI Administrative Staff

PROCEDURES	COMMENTS

1. **Security Clearances**--OSI personnel and other--3 categories.

    a. **Special Intelligence Clearance** (All OSI personnel 25X1 [redacted] plus some from JAEIC and GMIC.)

    1) SO receives application from Pers. Group.
    2) SO examines for clearability factors--foreign relatives, citizenship, memberships, etc.
    3) SO returns application to Pers. Gr. with notations as to clearance problems for consideration of operating officials.
    4) Pers. Gr. notifies SO when employee is selected.
    5) SO prepares unnumbered form requesting AD/OCI to process for clearance.'
    6) Upon approval, SO arranges for employee briefing by Security Br., OCI.
    7) SO retains employee folder of request, approval, briefing, violations, travel, etc.
    8) SO briefs new employee re: local controls of restricted areas, badges, signals, etc.

    b. **Basic and Special Clearances for Consultants** (Average 50/55)

    1) SO receives request for Name Check prior to initial contact.
    2) SO prepares memo to Office of Security requesting Name Check.
    3) Upon Office of Security approval, SO notifies Pers. Gr.
    4) Pers. Gr. informs SO as soon as security check is iniated.
    5) SO requests OCI to process for Spec. Intell. Clearance (see process 1a. above).
    6) SO sets up security folder for indi

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PROCEDURES — COMMENTS

Note: No SO briefing unless overseas travel or other clearances are concerned.

7) SO prepares memo to Office of Security requesting Consultants Badge.

c. Cryptographic Clearance (approx. 20)

1) SO receives request from Div. for Crypto Clearance for employee.
2) SO endorses request and forwards to Office of Communications for action.
3) SO arranges for employee briefing by Commo.
4) SO inserts clearance record in employee security file.

d. Q Clearances (approx. 600) (Agency inside coverage--25% OSI--75% elsewhere in CIA)

1) SO, at the request of Agency component, requests office of Security to obtain AEC Forms AEC-1 (their equivalent of our P.H.S.)
2) SO submits form AEC-1 to individual to be filled in.
3) SO receives completed form and letter justifying the need for Q clearance.
4) SO prepares memo to Div. of Intelligence, AEC, requesting and justifying clearance. Memo and application signed by AD/OSI.
5) Forms and Memos forwarded to AEC through Office of Security.
6) SO receives notification of approval and AEC security booklet, through Office of Security.
7) SO notifies requestor and his supervisor of approval by memo--sends AEC booklet to individual for info.
8) SO files clearance records in Security folder for OSI personnel--all others in one general folder.

PROCEDURES COMMENTS

Note: Proposed new Regulation would shift all Q processing to Office of Security.

e. Air Force Spec. Intelligence Material (approx. 130)

1) SO receives request and justification from Div. Ch.
2) SO reviews justification and resolves questions.
3) SO forwards request to SA/DDI (Lundahl).
4) SO receives approved application with briefing forms (Air Force).
5) SO briefs employee, gets his signature on briefing form, and has him read pertinent instructions.
6) SO files records in security folders.

Note: No consultants or contractors in this group.

f. CIA Project Operational Clearance (approx. 60)

1) Div. Chief prepares memo of request and justification forwards to SA/DCI, thru AD/OSI--SO notified.
2) SA/DCI (Bissell) returns reply thru--AD/OSI to Div. Ch.--SO is notified by Div. Ch.
3) SO arranges for a briefing of employee by SA/DCI Security Officer.
4) SO maintains a card record of approved employees in Project Vault area.
5) SO either processes names of firm employees to Office of Security for clearance (if proposal submitted to OSI directly) or receives list of cleared personnel (if proposal submitted directly to OL).

Note: Firms submit Dept. of Defense forms 48 or 398 with their proposal for all employees who will work on the proposed contract.

PROCEDURES **COMMENTS**

6) SO arranges through Office of Security [redacted] Post Office box for use of Project Officer on highly classified projects.

25X1

7) SO briefs Project Officer on security requirements and processes necessary on each contract.

8) SO arranges with OSI/Budget Officer for funds to be available for the purchase of necessary security equipment items--safes, alarm systems, etc.

2. Physical Security

a. SO performs the following service:

1) Safes

a) Services requirements in special project result area.

b) Changes safe combinations or refers to Office of Security.

2) Special Vault Areas

a) Assures that facilities meet required standards or are brought up to standard.

b) Assumes the sound proofing of, and security of access to, sensitive conference areas.

3) Barton Hall Light and Bell Systems (operated by receptionist)

a) Receives requests for uncleared persons to enter area, alerts receptionist and specifies type of badge to be issued.

4) Inspection of OSI Areas

a) Conducts periodic inspection for security and safety hazzards, reports to Exec. Officer and recommends corrective actions.

5) Receptionists (2 2 from Office of Security on duty in Barton during the day)

PROCEDURES **COMMENTS**

25X1 6) [redacted]

- a) Conducts audio survey of the area prior to conferences or requests Office of Security to conduct the survey.
- b) Assures that OSI personnel have proper clearances before attending these conferences.

7) Violations:

- a) Investigates OSI Security branches (OCI/Sec. Br. investigates if Special Intelligence material is involved.)
- b) Reports violations to Office of Security (or to AEC, SA/DCI, or others if their interests are involved).

8) Cosmic Clearance (approx. 13)

- a) SO prepares memo to CIA Cosmic Control Officer requesting clearance for OSI employee.
- b) SO informs employee when clearance is approved.
- c) SO files records in employee Security folder.

3. External Research Contractors

(All degrees of Security)

a. Outline of Contracting Steps

1) Div. gets AD approval to consider a contract.
2) Travel of OSI personnel to examine plants is OK'd.
3) Personnel examine plants and return and report.
4) Div. selects appropriate firm.
5) Div. writes Staff Study--Scope, Cost, Work Detail, Security, etc.
6) AD approves proposal.

PROCEDURES COMMENTS

7) Office of Logistics negotiates it with firm.
8) Firm submits proposal and list of persons to work on contract.
9) SO obtains clearance forms for employees
10) Office of Security process firms employees for clearance.
11) Office of Logistics lets contract
12) SO/OSI arranges with BO/OSI for funds for necessary physical security items, safes, alarm systems, etc.
    a) SO arranges for proper clearances for OSI personnel going on pre-contract inspections.
    b) Notifies Office of Logistics and informs individuals of approval.
    c) SO either prepares security section of Staff Study in coordination with OL and Division or reviews.

3. Security Support

a. SO performs the following support:

1) Coordinates arrangements for [redacted] mail boxes and addresses for projects and contracts--Office of Security handles arrangements. 25X1
2) Coordinates OSI review of proposed security directives.
3) Coordinates request for clearance, fire arms permits, etc., for restricted data couriers for OCI, AEC and special projects material.
4) Assures, for Joint Conferences, that OSI personnel have proper clearances and that OSI areas, if used, are adequate.
5) Briefs OSI overseas travelers on pertinent regulations re: security.
6) Coordinates request for NSA badges for OSI personnel and maintains record of holders, expiration dates, etc. (OCI/Sec. Br. obtains the badges).
7) Processes requests to Office of Security for positive Agency identification for certain OSI personnel who require this documentation.
8) Provides instruction to restricted area guards concerning persons to have access to the areas and as to the issue of certain keys.

PROCEDURES

COMMENTS

c. Safety

1) Approves location of safes as to floor load restrictions.
2) Inspects Electronics Lab. for machine location.
3) Conducts periodic inspections.
4) Maintains first aid equipment.
5) Investigates and reports on accidents
6) Conducts the Fire Marshal on inspections and follows up on any recommendations.

d. OSI Emergency Planning Officer

1) At present this assignment is concerned mostly with changes in personnel designated in emergency plans and with the publication of notices of plan changes and exercises.

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PRESENT WORK DISTRIBUTION & PROCEDURES

OCI ADMIN. BRANCH

PROCEDURES **COMMENTS**

Initial Hiring & Placement

A. **Professional**

25X1 OCI employee might have a friend complete P.H.S.; or O/P might recommend someone; might be walk-in or requested reassignment to OCI (folder is sent to OCI).

[redacted]

1. P.H.S. or folder received.

2. Check for previous 5x8 card (no form #). If none, prepare card; name, date received, source, & later comments from routing sheet and results of interviews. (5x8 card is record of movement of personnel papers. Resurrects previous one, if any.) On back of card; age, education, birth date, other important data. Files card in active file, alphabetically. To [redacted]

25X1
25X1

[redacted]

Comment 2. Why not create CSOP4b rather than 5x8 card? Then, if individual is hired, his Kardex card is already in existence.

3. Examine file for qualifications, such as language and area knowledge (he knows what divisions want); foreign relative and clearability. If there is a security question and there is office interest, attach request to SISB (no form #) for review, give to [redacted] to send to SISB.

25X1
25X1

[redacted]

25X1 4. Logs out request & folder on 5x8 card to SISB.

[redacted]

25X1 4a. If the individual is qualified, give papers to [redacted]

4a.

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	PROCEDURES	COMMENTS
25X1	[redacted]	
25X1	4a(1) Log papers out on 5x8 card, send to division chief.	
	[redacted]	
25X1 25X1 25X1	4b. If individual not qualified, discuss with [redacted] If they agree, instruct [redacted] to send papers to O/P.	
	[redacted]	
25X1 25X1	4b(1) Log out on 5x8 card and blank book (no form #); to [redacted] Put 5x8 card in inactive file.	4b(1) Why keep 5x8 card if there's no interest? Blank book unnecessary. Recommendation. Eliminate.
	[redacted]	
25X1	4b(2) Add name to list of prospects who have not had their papers circulated with comments. Send papers to O/P.	4b(2) This list duplicated 5x8 cards. Recommendation: Eliminate. If any record is necessary, use the 5x8 cards (or CSOF4b).
	[redacted]	
25X1	5. If division not interested, comment on routing sheet and return papers. Write comment on 5x8 card. Log out in blank book to O/P. Envelope and send to O/P. File 5x8 card, inactive.	
	[redacted]	
25X1 25X1	5a If division is interested, ask [redacted] to arrange interview; send back papers. Discuss with [redacted]	
	[redacted]	
25X1 25X1	5a(1) Log papers in on 5x8 card. To [redacted]	
	[redacted]	
25X1	6. Tell [redacted] to type a note on routing sheet asking O/P to arrange interview.	

PROCEDURES	COMMENTS
25X1 [redacted]	
7. Type note. Log papers on 5x8 card and blank book; send to O/P.	7. **Recommendation:** Eliminate blank /Admin might write a travel order using O/P funds, to bring interviewer in./
25X1 [redacted]	
25X1 25X1 8. O/P arranges interview tells [redacted] time and date, [redacted] gets division chief ok.	
[redacted]	
25X1 9. Schedule interview room, arrange with SISB for visitor entry.	
[redacted]	
10. At interview, get Travel Voucher signed in blank (if individual has traveled at CIA expense). 25X1	
[redacted]	
25X1 25X1 10a Letter requesting reimbursement comes in later, to [redacted]	
[redacted]	
25X1 25X1 10a(1) Approves reimbursement. To [redacted]	
[redacted]	
25X1 25X1 10a(2) Prepares Travel Voucher. To [redacted]	
[redacted]	
25X1 10a(3) Types Travel Voucher.	
[redacted]	
11. Call division chief for verdict.	
a. If division is not interested, write reasons in folder, give to [redacted] 25X1	
b. If division is interested, get	

PROCEDURES	COMMENTS
25X1 25X1 25X1 ok to hire him from DAD & [redacted] get slot to use. May ask SISB for preliminary review of clearability. Tell [redacted] to type 1152a. [redacted]	
11a(1) Record comment on 5x8 card, log on blank book, send folder to O/P, file card--inactive.	11a(1) **Recommendation:** Eliminate blank book.
12. Check Kardex for availability of slot.	
13. Type 1152a (O&1).	
14. Prepare request (no form #) to SISB for clearance. Log out on 5x8 card; when clearance approved mark on card.	14-16. 5x8 card is no longer necessary. **Recommendation:** File CSOF4b in Kardex; mark to indicate in process; destroy 5x8 card.
15. Type CSOF4b card and put in Kardex.	
16. Place 5x8 card in Kardex under "in process".	
25X1 25X1 17. Attach routing slip to 1152a and give to [redacted] [redacted]	
18. Check 1152a for accuracy, check on T/O.	18. Why? [redacted] reviews. 25X1
19. Enter on his copy of T/O.	
20. Enter on monthly report work sheet.	
25X1 21. 1152a to [redacted] 25X1 [redacted]	21. See general comments.
22. Record hiring on his copy of T/O and 25X1 on [redacted] (without effective date). 25X1 To [redacted] [redacted]	
25X1 23. Take 1152a's to [redacted] then to AD (signs GS-12 up); sign GS-11 down. 25X1 To [redacted]	
24. Log out 1152a (5x8 card & blank book).	24. Unnecessary 5x8 card no longer needed and 1152a serves as log. **Recommendation:** Eliminate 5x8 card (and blank book); use copy of 1152a as log.

25X1

PROCEDURES	COMMENTS
[redacted]	
25. Make note of new hire on her copy of T/O.	
26. Place copy of 1152a in a folder for persons in process.	
27. Envelope and send original of 1152a to O/P.	
28. O/P calls in EOD date.	
29. Enter EOD date on 5x8 card under "EOD's established" section of Kardex. Tells [redacted] 25X1 25X1	29. Recommendation: Use CSOF4b card instead.
[redacted]	
25X1 30. Mark EOD date on his copy of T/O.	
[redacted]	
25X1 31. Get division ok for EOD date.	
[redacted]	
25X1 31a. Prepare 5x8 Fitness Report Card and files with appropriate month.	31a. [New employee may take IOC Course; Admin prepares Training Request.]
[redacted]	
32. Enter EOD date on CSOF4b card	
25X1 25X1 33. When new employee appears at Admin Br. introduce him to [redacted]	
[redacted]	
25X1 25X1 34. Brief new employee. Back to [redacted]	
[redacted]	
35. Give employee forms to complete: Personnel Locator, PHS Supplement, Language Data Record (f. 444c), Watch Officer card (no form #). He returns these later.	
36. Receives PHS (files in employee folder) Watch Officer Card (sends to W.O.), Locator card (sends to M.R.D.; they return punched card which she files alphabetically).	

25X1

PROCEDURES	COMMENTS
[redacted]	
36a Receives Language Data record (O&1). Checks for completeness. Makes record of language competence. 25X1 25X1 To [redacted]	
[redacted]	
37. Logs Language Data Record (Blank Book), sends original to O/P, files one in employee folder.	37. Log unnecessary. Form itself suffices. **Recommendation:** Eliminate log.
25X1 25X1 38. Receives 1150 and new 1152a. To [redacted]	
[redacted]	
25X1 25X1 39. Reviews 1150. To [redacted]	
[redacted]	
40. Sends 1150 to the employee.	
41. Files new 1152a in employee folder.	
42. File 5x8 card in safe.	42. 5x8 card no longer needed. **Recommendation:** Eliminate.
B. **Clerical**	B. **Clerical** Usually obtained from O/P.
1. Receives P.H.S. or folder. Prepare or reinstitute 5x8 card. PHS or folder 25X1 25X1 to [redacted]	
[redacted]	
25X1 25X1 2. Review; discuss with [redacted] Have O/P arrange interview or call directly.	
[redacted]	
3. Interview prospect. Record results 25X1 on [redacted] 5x8 card. Discuss with 25X1 [redacted]	
25X1 4. Discuss with [redacted] If approved tell 25X1 [redacted] to enter name on T/O, give 25X1 PHS folder to [redacted]	

25X1

PROCEDURES

[redacted]

25X1 5. Log out papers on 5x8 card and blank book, send to O/P.

25X1 [redacted]

5a Enter name on T/O.

[redacted]

6. Send form to SISB requesting clearance (record on 5x8 card).

25X1 II. **PROMOTIONS**

[redacted]

1. Request for promotion (memo, O&1) rec'd from division. Check organizational and promotion Kardexes for slot. (Advise [redacted] if none available). 25X1

2. Check folder for current Fitness Report. If none, call division. Advise [redacted] if last F.R. not good enough to support a promotion 25X1 (Check with [redacted] to determine 25X1 if new F.R. is forthcoming. Request 25X1 25X1 a and FR to [redacted]

[redacted]

3. Read memo for content; check F.R. discuss with [redacted]. [redacted] checks 25X1 for slot, gives approval./ Papers 25X1 back to [redacted] 25X1

[redacted]

4. Prepare biographic sheet on basis of folder Kardexes zone of consideration listing from O/P. Sheet contains name, grade, age, EOD date, time in OCI, slot no., grade reqts., previous promotions, list of others in same grade with equal or more time in grade.

5. Prepare 1152a (O&2); prepare routing slip (to C.S.B. members) and distribute: original of promotion request, 1152a, biography and Fitness Report to [redacted]. Copy of each 25X1 to a "promotions pending" folder. Copy of 1152a in employee's folder.

COMMENTS

5. **Recommendation:** Eliminate blank book.

6. See professional

PROCEDURES	COMMENTS
25X1 [redacted] 6. Review package; check for accuracy and completeness. To [redacted] 25X1	6. Review ~~unnecessary~~ since package goes to [redacted] 25X1 **Recommendation:** Eliminate.
25X1 [redacted] 7. Review; initial routing sheet. To 25X1 [redacted]	
[redacted] 8. Send to CSB members (deliver to 25X1 [redacted] for GS-11 down and to Area Chief for others).	
25X1 [redacted] 9. Board members review, send back to 25X1 [redacted]	
25X1 [redacted] 10. Places package in promotion folder holds for Monthly Promotion Board meeting. Prepare list of promotions pending and give to 25X1 [redacted]	
25X1 [redacted] 11. [redacted] attends CSB meeting; AD signs 1152a's for GS-12 up; gives all to 25X1 [redacted] signs other 25X1 1152a's; to [redacted]	
[redacted] 12. Separate papers. Date stamp 1152a; place Fitness Report, 1152a (1), Biography (O) and request (O) in "promotions pending" folder, place copy of 1152a in employee folder. Destroy other copies.	
13. Log 1152a in blank book. Send to O/P (thru DD/I if GS-14 up).	13. **Recommendation:** Eliminate log.
14. Record ~~promotion~~ on Organization Kardex, except effective date.	
15. When 1150 received, log in blank book, give to 25X1 [redacted]	15. Log ~~unnecessary~~. Record on CSOF46. **Recommendation:** Delete.
16. Enter effective date on 1152a in suspense folder, her copy of T/O, organizational Kardex. File new 1152a's, give copy of 1152a from suspense to 25X1 [redacted]	

25X1 PROCEDURES	COMMENTS
[redacted] 25X1 25X1 25X1 16a Review 1150, take to [redacted] to [redacted]	
25X1 [redacted] 16b Deliver 1150 Area Chief.	
[redacted] 25X1 25X1 17. Change Promotion Kardex, his copy of T/O, [redacted] T/O. To [redacted]	
[redacted] 18. Change his copy of T/O, record in 25X1 report work sheet, add to list of month's promotions, add to list of 25X1 individual's grades. 1152a to [redacted]	
[redacted] 19. File 1152a in employee folder and destroy other copy. 25X1	
DETAILS TO OCI	
[redacted] 25X1 1. Arranged between [redacted] Division 25X1 Chief, Mckeever, etc. [redacted] advises 25X1 [redacted]	
[redacted] 2. Prepare 5x8 card for new employee. (See initial hiring). 25X1	2. Why need 5x8 card? Recommendation: Create CSOF4b. Then if individual becomes permanent his Kardex already exists.
[redacted] 25X1 2a Notes detail in his copy of T/O and in report work sheet.	
[redacted] 3. Request SISB clearance by memo. Note request on 5x8 card (clearance marked on card later).	
4. Call Payroll to send checks to OCI (T&A received from other office).	
5. When individual appears--See Initial Hiring. [No. 1152a, No. 1150]	
6. Place 5x8 card in Organizational Kardex at the end of the division, and mark name on her copy of T/O.	

25X1

PROCEDURES **COMMENTS**

[redacted]

25X1 7. Tells [redacted]

8. Mark on his copy of T/O.

25X1

SEPARATIONS

[redacted]

1. Hears about separation, or memo might arrive. Tells [redacted] and [redacted] May interview resignee.

25X1
25X1
25X1

[redacted]

2. Check employee folder. If last Fitness Report older than 90 days, request new one. Fill in top of blank and send to division.

25X1

[redacted]

2a Checks property receipts and Class A and briefs case change list and parking space folder; arranges to have transferred. Advises B.S.O., sends receipts.

25X1

25X1 [redacted]

[redacted]

25X1 3a Marks on his copy of T/O and report work sheet.

25X1 [redacted]

3b Note on his copy of T/O.

[redacted]

25X1 4. Telephone employee to sign 1152a.

25X1 [redacted]

[redacted]

25X1 5. Take to AD, then sign GS-11 down.

25X1 To [redacted]

[redacted]

6. Log out on blank book send original to O/P; 2 to security, 1 to Payroll, file 1 in her folder for various actions.

25X1

6. **Recommendation:** Eliminate log. Why need filed copy?

[redacted]

7. Notify SISB & W.O. (via form).

PROCEDURES	COMMENTS
25X1 [redacted] 8. Arrange pre-exit interview with O/P (by phone). Notify Finance. Notify resignee of time and date of interview.	
9. When employee leaves, tell him to go to SISB for debriefing, then to O/P. Advise [redacted] of departure. Employee takes T&A card with him. 25X1	
[redacted] 10. Mark separation on his copy of T/O and in report work sheet. Check property record again. 25X1	
[redacted] 10a Cross name off his copy of T/O, destroy Promotion Kardex, Fitness Report Card and Travel Card. 25X1	
[redacted] 11. Send locator to MED.	
12. Pull folder, remove papers relating to travel and destroy others. Pull Organization Kardex and file with travel papers. Later receive interview report; show to [redacted] then file. Receive 1150; file. 25X1	12. Travel papers and CSOF4b no longer needed; O/P has records. **Recommendation:** Destroy all records.
B. LWOP	B. LWOP Same as resignations except: [redacted] obtains medical certificate, (if appropriate), T/O is marked to show LWOP, folder is not touched, CSOF4b is revised to show LWOP, no pre-exit interview, T&A received regularly. 25X1

25X1 PERIODIC STEP INCREASES

PROCEDURES	COMMENTS
[redacted] 1. Receives list of eligibles from O/P, with forms 560.	
2. Types a list for each pay period involved and files list.	2. Why? **Recommendation:** Eliminate list
3. Type form memo (OAl) to Division Chief listing names to be acted upon, O & form 560 sent to Division Chief. Copy of memo filed in suspense.	3. Copy of memo unnecessary. She has O/P list. **Recommendation:** Eliminate.

SECRET

25X1

PROCEDURES	COMMENTS
[redacted] 4. Signed forms 560 returned. Logs on blank book and on her listing, sends to O/P.	4. Both logs unnecessary. Recommendation: Eliminate.
25X1 25X1 5. Before beginning of pay period pulls copy of form memo and gives to [redacted]	
[redacted] 25X1 25X1 6. Marks new salary, step, date on his T/O. Back to [redacted]	
[redacted] 7. Mark effective date of increase and new salary on Organizational Kardex.	
8. When receive O/P increase (f. 560a, OAl) send one to employee and file other with copy of form memo in employee's folder.	8. Neither record is necessary. Available on T/O.

25X1

REASSIGNMENT

[redacted] 25X1 25X1 1. Tell [redacted] where the individual's going.	
[redacted] 25X1 2. Send notice to SISB and W.O., log out in blank book.	2. Recommendation: Eliminate
25X1 [redacted] 2a. See Resignation.	
[redacted] 3. Folder and 1152a received from gaining office. If request for Fitness Report, 25X1 [redacted] fills in top: sends to division. May receive request for new witholding statement. 1152a and folder 25X1 25X1 to [redacted]	
[redacted] 25X1 25X1 25X1 4. To AD or [redacted] to be signed GS-11 down. To [redacted]	
[redacted] 5. Logs out 1152a and folder (blank book), marks reassignment (without effective date) on organizational Kardex, and 25X1 25X1 sends to O/P. Tells [redacted]	5. Eliminate.
[redacted] 6. Destroy Promotion Kardex, mark on his T/O, without effective date.	

SECRET

25X1

PROCEDURES | **COMMENTS**

[redacted]

7. When individual leaves, send CSOF4b, locator and T&A to gaining Office. Retain travel papers send others to OCI c.s.d; retain entire folder.)

25X1 25X1 8. [redacted]

[redacted]

25X1 9. Changes T/O, adds to report work sheets.

[redacted]

10. Cross name off her T/O; file 1150 and retained papers.

25X1

A. Within OCI (No DD/I Vacancy Procedure) — A. Within OCI

[redacted]

25X1 25X1 25X1 1. Give [redacted] note to move individual between slots. Tells [redacted]

[redacted]

25X1 2. Pull Fitness Report (get new one if not within 90 days).

25X1 [redacted]

2a Marks on his T/O and report work sheet.

[redacted]

25X1 25X1 25X1 3. Type 1152a (O&2). Copy to individual folder, original to [redacted] copy to [redacted] (when returned, file with pending actions).

25X1 [redacted]

25X1 4. To AD; he signs GS-11 down. To [redacted]

[redacted]

25X1 25X1 4a. Make change on his T/O and Promotion Kardex. Back to [redacted]

[redacted]

5. Mark reassignment on CSOF4b card and on her copy of T/O.

6. Log out 1152a (O) and Fitness Report on blank book to O/P. — 6. Eliminate log.

7. Receives 1150 and new 1152a. Pull pending 1152a and mark effective date, destroy copy in individual folder.

25X1 Mark date on CSOF4b, 1150 to [redacted] and then to Division Chief.

PROCEDURES

ZONE OF CONSIDERATION

25X1

FITNESS REPORTS

[redacted]

1. List of names from O/P with due dates. Type tops of F.R. forms (O&2). To

25X1
25X1 [redacted]

[redacted]

2. (Maintains 5x8 card for each employee created upon EOD—set up by month due.) Remove cards for the month, check on O/P list. If name missing call O/P, add name to list.

3. Check F.R. forms to make sure one typed for each employee.

4. Check Career Pref. outline list to see if one needed. (If so, [redacted] 25X1 types O&1, sent to division with F.R.)

5. Mark 5x8 card; date list rec'd, due date, CPO if any required. File card in pending section; file O/P list.

6. Deliver F.R. forms to division admin. assts.

7. Reports returned: (F.R.)
   a. Attach routing slip to original and deliver to CSB. Mark date on 5x8 card, enclose in envelope.
   b. File 2 copies of F.R. in a folder.
   c. When F.R. returned, mark on 5x8 card add a copy to original, mark date on 5x8 card and send to O/P.
   d. Mark "File" on other copy. To

25X1
25X1 [redacted]

[redacted]

8. File in employee folder.

COMMENTS

No action by Admin. Br. (Admin Asst. of Div. probably keep records).

2. CSOF4b is ready made for Fitness Report ratings and for recording training CPO statements.
Recommendation: Eliminate 5x8 card, use CSOF4b. Use O/P list as a record of FR's.
(Why need chrono listing?)

25X1

PROCEDURES **COMMENTS**

[redacted]

a. Record on list of those rec'd by date.

25X1 b. Take to [redacted] (for CSB).

25X1 c. Back to [redacted] records on list, attach routing slip, send original to O/P.

d. Mark "file" on other copy. To

25X1 [redacted]

25X1

DD/I VACANCY PROCEDURE

[redacted]

1. Receives and distributes notices.
25X1 copies to [redacted]
25X1 (Each admin asst. keeps book of these.)

[redacted]

2. Hold by expiration date. Show those
25X1 of interest to [redacted] Interested employee gets supervisor's ok, calls
25X1 [redacted] or Admin Br. [redacted] informs
25X1 [redacted]

3. Give requester nomination form to complete in draft. Takes draft,
25X1 re-writes and gives to [redacted] to
25X1 type (O&I). To [redacted] to sign.

25X1 [redacted]

4. Types nominations.

[redacted]

5. File one copy of nomination with Vacancy Notice (by Office and deadline date), send to Office with vacancy. Copy to DD/I.

6. Office notifies him of action, may ask him to arrange interview.

7. Notifies applicant.

8. Holds all notices of nominations for 6 months (4 if no applicants), then destroys.

8. Why?

SECRET

PROCEDURES

25X1

A. OCI VACANCY

[redacted]

25X1 25X1

1. Tell [redacted] about vacancy.

[redacted]

2. Help division chief prepare Vacancy Notice. Shows to [redacted]

25X1 25X1 25X1

3. Writes final notice, to [redacted]

[redacted]

25X1 25X1

4. Signs notice. To [redacted]

[redacted]

5. Types notice; to Printing Plant to run off.

25X1 25X1

6. Sends out 104 copies. Copy to [redacted]

25X1

[redacted]

[redacted]

8. Files copy, records date, name, source of nominations in vacancy notice folder. Discusses with division chief, sends nomination to division chief.

25X1

9. Arranges interview if division Chief desires. Attends interview (or [redacted], writes results on 5x8 card.

25X1

10. Advises Office of results. Then handled as reassignment.

[redacted]

11. Requests O/P folder if division chief wishes. Logs on 5x8 card.

TRAINING

COMMENTS

A. OCI Vacancy: (GS-7). (Used in Reassignment if individual is going to a higher graded job than his own grade.)

TRAINING

[redacted] maintains a list of all personnel with training recommendations (obtained from Fitness Reports and Career Preference Outlines) which he presents to the C.S.B. [redacted] is Training Officer [redacted] is Assistant, [redacted] keep records. [redacted] maintains catalogues and OTR Bulletins.

25X1 25X1 25X1 25X1 25X1

SECRET

PROCEDURES	COMMENTS
25X1 A. Internal	
[redacted]	
1. Receives Training Request (f 73), O&2, checks for division chief signature and completeness.	
2. Checks name and date as catalogue for the course.	
3. Pulls 5x8 Training Card for the individual, sends with f 73 to 25X1 [redacted]	3. Training Card Unnecessary. **Recommendation:** Use back of CSOF4b.
25X1 4. [redacted]	
5. If language course, calls OTR to schedule aptitude test; notifies individual.	
6. On 5x8 Training Card, enters name of course, date. On Internal Training Record, f 1020, enters name of individual, name and location of course.	6. See 3 above. F 1020 duplicates information already on the Training Request, f 73. **Recommendation:** Eliminate f 1020 record; use copies of f 73 instead.
25X1 25X1 7. Sends f 73 to [redacted] for information.	
25X1 [redacted]	
25X1 8. Notes f 73. Back to [redacted]	
[redacted]	
25X1 25X1 9. Logs out to OTR on Training Card. To [redacted]	
25X1 [redacted]	
10. Logs out on blank book; sends to OTR.	10. **Recommendation:** Eliminate log.
[redacted]	
25X1 11. Files copy of f 73 in a folder once a month, gives to [redacted] to type list of training for C.S.B.	
[redacted]	
12. Types training list. Files f 73 in individual folder.	12. Need files f 73 folder. If, later, OTR disapproves, the f 73 in the folder will give impression individual has taken course. **Recommendation:** Entry on CSOF4b ~~will eliminate~~ need for f 73 completely stop filing f 73's.

SECRET

25X1

PROCEDURES	COMMENTS
[redacted] 25X1 13. OTR notifies [redacted] of approval or disapproval. He notifies requestor.	
25X1 14. If disapproved, crosses entries off 5x8 card and f 1020.	
[redacted] 25X1 25X1 15. OTR returns f 73 (O&I), logs in on blank book. To [redacted]	15. Recommendation: Eliminate log.
[redacted] 25X1 16. [redacted] receives f 73.	16. Note: [redacted] has no procedure for handling f 73. 25X1
B. External Previously discussed between division chief and AD, or has been approved in C.P.O. or Fitness Report. 25X1	
[redacted] 1. Receives Training Request (f 51-133). Checks for division chief and area chief signature. Attaches 5x8 Training Card and sends to [redacted] 25X1	
25X1 2. [redacted]	
3. Types on f 51-133: "Approved by OCI C.S.B." and "no cover consideration necessary".	
4. Records on 5x8 card and on f 1020, files copy of 51-133. Sends copy to 25X1 25X1 [redacted] for information.	
[redacted] 25X1 25X1 5. Notes. Back to [redacted]	
[redacted] 6. Pulls copy of form, logs out on 5x8 card, files in folder. Sent to O/S OTR. See steps 10-16 above.	
C. Area Familiarization 25X1 Each year [redacted] sends division chief memo requesting list of names and dates for trips (quota of 24/year set) by AD; and gives list to Admin. Br.	

25X1

PROCEDURES

[redacted]

25X1 1. Receives nominations (OAL) from division.
25X1 [redacted]

25X1 [redacted]

25X1 2. [redacted] and sends to DAD thru [redacted]

[redacted]

25X1 3. May be called by DAD to answer questions and get more information.

[redacted]

4. Receives request back. Prepares graph. [If disapproved, memo is returned to division chief with reasons.] Prepares folder for traveler and endorses original. Sends copy to SISB.

5. Calls in traveler to explain procedure. Asks traveler to draft material for formal request to DD/P and any necessary despatches.

25X1 6. Asks [redacted] to arrange medical examination.

7. Tell traveler about getting shots, passport, C.P.B. procedure. Ask about cover preferences.

8. Call Central Cover Branch to arrange cover (may have to prepare biographic sketch).

9. Receives drafts of memo and despatches. Prepares in final form (memo 077), places copy of each in
25X1 folder. To [redacted]
25X1

[redacted]

10. Types memo and despatches. To AD for signature. When returned, logs
25X1 ([redacted] blank book). Sends
25X1 to DD/P via DD/I.

[redacted]

11. Original of memo returned; sends copy to SISB. Contacts traveler.

12. With traveler, prepares Travel Order. File one in travel folder.

13. Prepares re[illegible] orders, if required.

COMMENTS

10. Recommendation: Eliminate log.

SECRET

25X1

PROCEDURES	COMMENTS
[redacted] 14. Arranges for meeting with Central Cover Br. (accompanies traveler); gives CCB T.O.'s and Request for Military Orders if necessary. Copy to folder. Writes memo for record after meeting; places original in folder, sends copy to SISB.	
15. Gives traveler folder to read (contains graph and other papers) and copy of T.O. to take to C.P.B.	
25X1 16. [redacted] SISB can brief traveler. Traveler signs check list for processing and original of DD/P--approved memo.	
25X1 17. Tells [redacted] about names and dates of travel.	
25X1 18. For higher graded travelers, handles much of the detail with C.P.B.	
25X1 [redacted] 19. Records on Training Card.	
[redacted] 20. Handles Travel Voucher, trip reports, etc. after trip. 25X1	
LANGUAGE DATA RECORDS (f 444e)	
[redacted] 1. Keeps two lists: personnel claiming proficiency, thos claiming none. One list used to answer questions. To Reed. 25X1	1&2. Lists and log unnecessary. O/P can supply info if required; log not needed. **Recommendation**: Eliminate.
[redacted] 2. Logs out on blank book, sends Original to O/P, copy to individual folder.	
P.H.S. SUPPLEMENTS 25X1 (Completed by all personnel. O/P sends list of names)	
[redacted] 25X1 1. Keeps list of those required. Checks out when received. To [redacted] 25X1	1&2. **Recommendation**: Eliminate
[redacted] 2. Logs out to O/P; copy to folder.	

SECRET

PROCEDURES COMMENTS

ADMINISTRATIVE SERVICES

25X1 A. Records Mgt.--Are handled by [redacted] Nothing done by Admin. Br.

25X1 B. Forms

[redacted]

25X1 1. Division talks to [redacted]. Arranges preparation of CIA form with Mgt/S. If not CIA form, division draws up forms and prepares multilith master.

25X1 25X1 [redacted]

[redacted]

25X1 2. Types reproduction requisition signed by [redacted] (Adl); original to [redacted]

25X1 keeps copy on file. Plant delivers when finished.

[redacted]

25X1 25X1 3. Keeps visual track of levels of regular forms--cover sheets, message forms, etc. when supply gets low, takes sample, gives to [redacted]

3. How does he determine desirable stock levels? He has no guides and keeps no records.

25X1 [redacted]

4. See 3 above.

[redacted]

5. Writes justifications for forms.

OCI REGULATORY ISSUANCES

25X1 25X1 [redacted] coordinates CIA issuances.

[redacted]

25X1 25X1 1. Division tells him to prepare issuance, or sends him draft. To [redacted]

[redacted]

25X1 25X1 2. Prepares draft in coordination with division, shows to [redacted] [redacted] Records no. and title, keeps copy, sends out for coordination.

25X1 3. When returned, notes comments; to [redacted]

25X1 25X1 [redacted]

4. Types multilith master. To [redacted]

Types repro[illegible]

SECRET

SECRET

25X1 **PROCEDURES** **COMMENTS**

[redacted]

25X1 25X1 5. Checks multilith. To AD for signature; then back to [redacted]

[redacted]

25X1 6. Takes requisition to [redacted]

7. After Plant prints, takes copies to 25X1 [redacted], others to OCI Dissemination Branch.

[redacted]

8. Keeps copies in folder with draft papers. Destroys unnecessary ones monthly.

25X1 BUILDING MAINTENANCE AND PARKING

No routine procedure.

[redacted]

Maintains folder of assigned parking spaces (assigned by division chiefs). 25X1 Polices lots, reports interlopers to O/C.

[redacted]

Receives complaints, calls BSO to handle. Keeps no records, except notes to himself (until job done). Escorts repairmen, carries equipment to empty room. 25X1 Occasionally--with [redacted]--takes inventory of building condition and reports to O/C.

PERSONNEL MOVES

25X1 No routine procedure. [redacted] 25X1 survey requirements for partitions, telephones, etc., 25X1 talk to [redacted] make sketches and drawings. 25X1 [redacted] overseas actual work. [redacted] writes memoranda (keeps file copies) reconstruction, telephone and move requirements, also files copy of division request and O/C work order.

SAFETY AND EMERGENCY PLANNING

No routine procedure.

REQUISITIONING

A. Non Graphics Items

25X1 1. [redacted] gets memo or oral request, tells Admin to order.

25X1

PROCEDURES **COMMENTS**

[redacted]

2. Writes requisition (and justification memo if required; obligates in Property Authorization record if a purchase item or stock item they must pay for). Certifies funds available and signs on approving official.

3. Keeps copy of memo in chronological folder and copy of memo with copy of justification in a requisition folder.

4. Receives copy from L/O of requisition, plus copy of purchase order. Notes in P.A. record BBO req. #, P.O. #, voucher #, cost, and adjusts P.A. cost entry.

5. When item received, checks as requisition, notes receipt on requisition. Keeps copies of P.O., requisition and memo in P.O. File.

B. **Graphics**
Same, except OCI Graphics prepares memo and requisition.

25X1

REPRODUCTION SERVICES

25X1 [redacted]

1. Receives item for reproduction, writes requisition. To [redacted] 25X1

25X1 [redacted]

2. Types requisition (O&l).

25X1 [redacted]

25X1 3. Signs requisition, to [redacted]

[redacted]

4. Logs requisition otu, by #, then ordered and date. Files copy of requisition. Sends out.

4. Logs unnecessary; have copy of requisition.
Recommendation: Eliminate log.

25X1

MOTOR POOL SERVICE

[redacted]

1. Keeps record of requests (as justification for use of taxi fund).

CLASS A FURNITURE AND BRIEF CASE RECORDS

A. **Brief Cases**

SECRET

25X1

PROCEDURES

COMMENTS

[redacted]

25X1 1. When requested, [redacted] obtain briefcase from B.S.O., return B.S.O.'s receipt for individual to sign and one for recipient. Return B.S.O. receipt (card kept in Kardex file). [This record is kept to enable them to transfer property if original recipient leaves.] Same procedure, except that furniture is delivered to OCI.

B. Class A Furniture See above.

BUDGET & FISCAL

25X1

Preparation of Budget Estimates

[redacted]

1. Receives call from O/C for estimates. Discusses with [redacted] talk to Dixon about new requirements. 25X1

2. Attend DD/I budget meeting to learn format and requirements.

3. Check his records of expenditures by allotment acct. by pay period in all V and UV accounts and estimate expenditures for remainder of FY (based upon past experience. Discuss changes with [redacted] [01 & supplies vary little; equipment is same; travel is about same.] 25X1

4. Develop analysis sheet and prepare preliminary estimate using prescribed forms.

5. Prepare a list of expenditures for past years ([redacted] reviews and approves estimate). 25X1

6. Discuss estimate with Budget Division. If approved, discuss with [redacted] 25X1 Advise [redacted] 25X1

25X1 25X1 7. Estimate to [redacted]

[redacted]

25X1 8. Type estimate. To [redacted]

SECRET

25X1

PROCEDURES	COMMENTS

[redacted]

9. Check typing for errors; assemble.

25X1 10. To [redacted] to get AD signature (keeps copy); deliver to DD/I, discuss with 25X1 [redacted] Deliver to Budget Div. and discuss with them. Discuss results with [redacted] re-do if necessary. 25X1

11. Develop operating budget (Same procedure).

12. When notified (by phone) of approval of estimate, break into quarters, prepare (typed by [redacted] 25X1 Request for Distribution of Allocation, f 1048. 25X1 25X1 To [redacted]

25X1 [redacted]

13. Signs f 1048. Mailed out.

[redacted]

14. When receive advice of allocation, f 1047, and advice of allocation per quarter, enter by allotment acct. in vouchered register, property authorization and allotment control records.
/Receives monthly allotment ledger, and statement of obligations and expenditure, from which he makes expenditure entries in vouchered record, f 619; receives status of funds reports and adjusts P.A. and A.C. records./

15. Prepares monthly statement of obligations and expenditures for [redacted] 25X1 25X1

TAXI REVOLVING FUND

25X1 [redacted]

[redacted]

25X1 25X1 1. Receives call for taxi. Records and refers to [redacted]

[redacted]

25X1 25X1 2. Approves cab; tells [redacted] to note approval.

SECRET

[redacted]

3. When traveler appears for reimbursement,

PROCEDURES

types claim receipt form, obtains signature and pays traveler.

25X1
25X1 4. Att end of month types (draft) accounting by individual for advance (for the $50), to [redacted]

25X1 [redacted]
25X1 5. Checks typing: to [redacted]

25X1 [redacted]
25X1 6. Types in final form. To [redacted]

[redacted]
25X1 7. Signs accounting. To [redacted] write
25X1 [redacted]s receipts and [redacted] log.

[redacted]
8. At end of month, obligates and records actual expenditure from receipts.
25X1

OVERTIME REQUESTS

[redacted]
1. Every four pay periods, receives from admin assts request for O/T for the division, (f 292), segregated between GS-11--up and GS-10--down.

2. Prepares (in pencil) a list of no. of hours requested by pay period by each division staff and area, by GS-10 down and GS-11 up.

25X1 3. Prepares request for O/T authorization (f 292) for each allotment acct., (O&L);
25X1 to [redacted]

25X1 [redacted]
25X1 4. Signs request. To [redacted]

[redacted]
5. To DAD and back. Logs out, files one copy of f 292 and sends to Comptroller.

6. After pay period, receives statement of O/T worked, f 293, for each division and staff. Posts to another list (same form as 2 above).

7. After 4 pay periods, types both lists OT used and OT requested, sends to
25X1 [redacted]

COMMENTS

4. Why does [redacted] Type this? 25X1

5. **Recommendation:** Eliminate log.

25X1

SECRET

PROCEDURES **COMMENTS**

[redacted]

6. Prepares request for authorization of compensatory time, f 292, O&l, logs, files one, sends to O/C. [Divisions keep copies of f 293.]

5. See 5.

25X1

PAYROLL

[redacted]

1. Picks up checks with list of names. (Arranged allotment acct., by employee no.). To [redacted]

25X1 25X1

[redacted]

2. Separates checks and arranges by division and staff; calls admin assts to pick up. They check off names against a 5x8 card [redacted] keeps, sign back of card, deliver checks.

25X1

25X1

TIME AND ATTENDANCE REPORTS

[redacted]

1. Receives T&A's on Monday after pay period. Checks for correct totals, checks against her card, signatures on leave slips. To [redacted] then she arranges by allotment acct. and employee no. To [redacted]

25X1 25X1 25X1

[redacted]

2. Delivers to O/C.

25X1

TRAVEL

A. **Domestic**

[redacted]

1. Receives memo prepared by traveler listing destination and dates, signed by division chief. Takes to [redacted] for ok.

25X1

2. Check in blank book (no form #), assigns Travel Order no.

3. Calls C.P.B. gives T.O. no, name, destination, dates.

4. Prepares T.O. in pencil. To [redacted]

25X1 25X1

[redacted]

5. Check for accuracy and completeness.

SECRET

Obligate in vouchered record. To

25X1 [redacted]

SECRET

25X1

PROCEDURES	COMMENTS

25X1 [redacted]

25X1 [redacted]

[redacted]

25X1 8. Sign T.O. as authorizing Officer.
25X1 To [redacted]

[redacted]

9. Record in blank T.O. book, pull copy and file in individual folder), send to C.P.B.
25X1

[redacted]

10. Tickets received, checks to make sure ok. Records in Transportation Request. calls traveler to pick up.

11. After trip, traveler prepares memo listing expenses and attaching ticket stubs. [redacted] prepares Travel Voucher (draft), to [redacted]
25X1
25X1
25X1

[redacted]

25X1 12. Review T.V. for accuracy and completeness.
25X1 To [redacted]

25X1 [redacted]

25X1 13. Type T.V. to [redacted]

[redacted]

25X1 14. Sign Travel Voucher. Get Traveler's signature. To [redacted] for approval.
25X1

[redacted]

25X1
25X1
25X1 15. Receives from [redacted] Gives T.R., stubs, T.V. to [redacted]

[redacted]

16. Pull and file copy of T.V. (in individual folder), send to Fiscal Division.
25X1

[redacted]

25X1 17. Receives audited voucher, gives to
25X1 [redacted]

[redacted]

18. Records in vouchered record; to
25X1 [redacted]

SECRET

25X1

PROCEDURES **COMMENTS**

[redacted]

19. Files in individual folder

B. **Foreign**
See Area Familiarization
(under Training).